

ARLINGTON PUBLIC SCHOOLS

In accordance with the provisions of the Massachusetts General laws, Chapter 30A, Section 20, notice is hereby given for the following meeting of the:

***Arlington School Committee
Standing Subcommittee: Community Relations
Friday, October 16, 2020
4:30 PM***

Open Meeting

You are invited to a Zoom webinar.

When: Oct 16, 2020 04:30 PM Eastern Time (US and Canada)

Topic: School Committee Community Relations Subcommittee, Friday, October 16, at 4:30 p.m.

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_Wv9o0G6PSbqZOeVqjRt44w

After registering, you will receive a confirmation email containing information about joining the webinar.

Public Comment

Approve minutes of October 2, 2020 meeting

School committee Chat

- *Brief discussion*
- *Verify dates of initial Chats Nov. 7th (elementary), Nov. 14 (METCO), and Dec. 5th (secondary)*
- *Review Guidelines*

Parent Survey

Other

Future agenda items

Adjournment

The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Stated times and time amounts, listed in parenthesis, are the estimated amount of time

for that particular agenda item. Actual times may be shorter or longer depending on the time needed to fully explore the topic.

Submitted by Bill Hayner

Massachusetts law requires all open session meetings of public bodies to be accessible to members of the public, including those with disabilities. If you need reasonable accommodations in order to participate in the meeting, contact the Administrative Assistant to the Arlington School Committee Karen Fitzgerald at kfitzgerald@arlington.k12.ma.us in advance of the meeting.



Town of Arlington, Massachusetts

Meeting Location

ATTACHMENTS:

Type	File Name	Description
Reference Material	Conducted_by_Remote_Participation_us.pdf	Conducted by Remote Participation
Reference Material	Remote_Meeting_Script_(00022231xA050C).pdf	Remote Meeting script
Reference Material	Remote_Participation_Checklist_for_COVID-19_Emergency_(00022229xA050C).pdf	Remote Participation Supplement re Remote Participation during Coronavirus State of Emergency
Reference Material	Supplement_re_Remote_Participation_During_Coronavirus_State_of_Emergency_-_Checklist_and_Script.pdf_(00022235xA050C)_(1)_(1).pdf	

Conducted by Remote Participation

<https://www.mass.gov/doc/order-suspending-certain-provision-of-open-meeting-law/download>

DRAFT SCRIPT FOR REMOTELY CONDUCTED OPEN MEETINGS

Confirming Member Access:

As a preliminary matter, this is [identify meeting manager – Chair, support staff, etc.]. Permit me to confirm that all members and persons anticipated on the agenda are present and can hear me.

- Members, when I call your name, please respond in the affirmative. *State each members' name.*
- Staff, when I call your name, please respond in the affirmative. *State each staff members' name.*
- Anticipated Speakers on the Agenda, please respond in the affirmative. *State each anticipated speakers' name.*

Introduction to Remote Meeting:

Good morning/afternoon/evening. This Open Meeting of [Insert Public Body Name] is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the "COVID-19 Virus."

In order to mitigate the transmission of the COVID-19 Virus, we have been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor's Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible *physical* location. Further, all members of public bodies are allowed and encouraged to participate remotely.

The Order, which you can find posted with agenda materials for this meeting allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.

Ensuring public access does not ensure public participation unless such participation is required by law. This meeting [will/will not] feature public comment.

For this meeting, [Insert Public Body Name] is convening by [telephone conference/video conference via Zoom App/Facebook Live/etc.] as posted on the Town's Website identifying how the public may join.

For "Zoom" Meetings

Please note that this meetings is being recorded, and that some attendees are participating by video conference.

Accordingly, please be aware that other folks may be able to see you, and that take care not to "screen share" your computer. Anything that you broadcast may be captured by the recording.

Meeting Materials

***For Novus Agenda-Supported Meetings:** All of the materials for this meeting, except any Executive Session materials, are available on the Novus Agenda dashboard, and we recommend the members and the public follow the agenda as posted on Novus unless I/The Chair notes otherwise.

***For Non-Novus Supported Meetings:** All supporting materials that have been provided members of this body are available on the Town's website unless otherwise noted. The public is encouraged to follow along using the posted agenda unless I/The Chair notes otherwise.

Meeting Business Ground Rules

We are now turning to the first item on the agenda. Before we do so, permit me to cover some ground rules for effective and clear conduct of our business and to ensure accurate meeting minutes.

- **I/the Chair,** will introduce each speaker on the agenda. After they conclude their remarks, the Chair will go down the line of Members, inviting each by name to provide any comment, questions, or motions. Please hold until your name is called. Further,

- Please remember to mute your phone or computer when you are not speaking;
 - Please remember to speak clearly and in a way that helps generate accurate minutes
- For any response, please wait until the Chair yields the floor to you, and state your name before speaking.
- If members wish to engage in colloquy with other members, please do so through the Chair, taking care to identify yourself.
- For Items with Public Comment:

After members have spoken, the Chair will afford public comment as follows:

- The Chair will first ask members of the public who wish to speak to identify their names and addresses only;
 - Once the Chair has a list of all public commentators, I will call on each by name and afford 3 minutes for any comments.
- Finally, each vote taken in this meeting will be conducted by roll call vote.

[Any additional preliminary comments tailored to meetings]

REMOTE PARTICIPATION MEETING CHECKLIST

In Advance of Meeting

- ☐ All non-emergency items properly posted *at least* 48 hours in advance
- ☐ “Executive Order on Remote Participation” is posted with agenda
- ☐ All members received the same documents for meeting
- ☐ Supporting documents posted on Novus or Town website (does not have to be 48 hours in advance unless required by law)
- ☐ For meetings with public participation, encourage written public comments

Initiating Meeting

- ☐ Confirm that all Members are present and can hear each other
- ☐ Read Preamble to Remote Meetings
- ☐ Note materials for meeting available online through Novus or Town website for the public
- ☐ Introduce all members, staff, and persons on the agenda
- ☐ Cover “ground rules”

For “Zoom” Meetings

- ☐ Disable Chat Function for Participants
- ☐ Click “Record Meeting”
- ☐ Advise Participants that Meeting is Being Recorded
- ☐ Caution Participants About Screen Sharing

During Meeting

- ☐ Each speaker states their name before each presentation, comment, or question
- ☐ All votes taken by roll call
- ☐ Meeting Minutes reflect remote status

Technical Difficulties

- ☐ If technical difficulties arise, Chair suspends meeting while attempts to resolve are made
- ☐ Keep accurate minutes noting any disconnections and reconnections of members



**Town of Arlington
Legal Department**

Douglas W. Heim
Town Counsel

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To: Select Board

Cc: Town Committees and Commissions; Adam Chapdelaine, Town Manager; John Leone,
Town Moderator

From: Douglas W. Heim, Town Counsel

Date: March 18, 2020

Re: Supplement – Remote Meeting Checklist and Guidance

Please receive this Supplement to the Memoranda from this Office of March 11, 2020, and March 13, 2020 regarding the Town's options for conducting meetings during the coronavirus (or "COVID-19") State of Emergency in the Commonwealth.

As you will recall, meetings by telephone or video conference during the State of Emergency may proceed with all participants engaging remotely, so long as "alternative means of public access" is provided.¹ Public access can be provided by allowing the public to call in or otherwise join meetings remotely so that they can see and/or hear what takes place at remote participation meetings. To assist you in availing yourselves of these options, this Office has developed a checklist and script for Chairs and administrative support staff for remotely

¹ Certain hearings require additional consideration where public comment and/or participation is required.

conducted open meetings which you will find attached. These documents are intended as guides primarily to ensure the following:

- Accurate meeting minutes can be recorded;
- All other requirements of the Open Meeting Law are met;
- The public understands the modifications to the Open Meeting Law during the State of Emergency; and
- Chairs are able to effectively use new technologies such as the “Zoom” app effectively.

Please keep in mind that unlike some other users of teleconference or videoconference technology, it is essentially that a government body’s business can be accurately understood and recorded in meeting minutes, and that the public can follow along.

If specific circumstances of your meeting require further counsel, such as conducting an executive session by remote meeting, please contact this Office at your convenience for further support.



Town of Arlington, Massachusetts

Open Meeting

Summary:

You are invited to a Zoom webinar.

When: Oct 16, 2020 04:30 PM Eastern Time (US and Canada)

Topic: School Committee Community Relations Subcommittee, Friday, October 16, at 4:30 p.m.

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Town of Arlington, Massachusetts

Public Comment



Town of Arlington, Massachusetts

Approve minutes of October 2, 2020 meeting

ATTACHMENTS:

Type	File Name	Description
Minutes	10_02_2020_Community_Relation_minutes.pdf	10 02 2020 Community Relations minutes

ARLINGTON PUBLIC SCHOOLS

In accordance with the provisions of the Massachusetts General laws, Chapter 30A, Section 20, notice is hereby given for the following meeting of the:

Community Relations sub-Committee of the Arlington School Committee

Minutes

Friday October 2, 2020

Conducted by Remote Participation

<https://www.mass.gov/doc/order-suspending-certain-provision-of-open-meeting-law/download>

1. Attendance: Jeff Thielman, Liz Exton, Bill Hayner, Kathy Bodie, Rod MacNeal
2. Open Meeting - 4:32 all members indicated their presence verbally as did members from the administration.
3. Public Comment - None
4. School Committee Chat - It was agreed to set dates for an Elementary, METCO and Secondary chat. The members agree to assess the efficacy of continuing to have the chats and also whether to continue to have a separate chat for METCO. (It was made clear that METCO parents will be welcomed to all the chats as well).
It was suggested to advertise the date(s) for the chats in the individual school newsletters
5. Parent Survey – At this time there was no survey to discuss but the discussion was on suggested elements of the survey to show how parents felt about the Remote and Hybrid programs. The superintendent indicated she will provide members of a draft of the survey before the next sub-committee meeting.
6. Next meeting will be on October 16th, at 4:30 pm
7. Adjournment – 5:32 pm by roll call vote 3-0



Town of Arlington, Massachusetts

School committee Chat

Summary:

- Brief discussion
- Verify dates of initial Chats Nov. 7th (elementary), Nov. 14 (METCO), and Dec. 5th (secondary)
- Review Guidelines

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Guidelines_for_Virtual_School_Committee_Chat.docx	Guidelines for Virtual SC chat meetings

Guidelines for Virtual School Committee Chat

1. School Committee Chat secession will be for approximately 60 minutes
2. There will be two school committee members in attendance to discuss issues with a member of the public.
3. A person when welcomed into the School Committee Chat will:
 - a. Have 5 minutes to interact with members
 - b. Identify if they have children in the district and if so, at what level(s)
 - c. Be made aware that other members of the public may be listening too
 - d. Open Meeting state regulations*
4. School Committee members are there to listen and if able to direct individuals for specific help in resolving issues but do not speak for the committee or the school department
5. It is the hope of the entire committee that members of the public will use this vehicle to share with members things that are:
 - a. Going well in the system
 - b. Things that are of concern
 - c. Things that they would like or need to change
 - d. Other

* I spoke to Doug Heim concerning the Open Meeting Law and School Committee Chat.

He stated that as long as there is not a quorum and there is no deliberation there is no issue and we can consider it as "Office Hours" for the purpose of answering questions, getting feedback and directing people when we can to someone to help them.

I believe that we can go forward without worrying about inhibiting anyone.



Town of Arlington, Massachusetts

Parent Survey



Town of Arlington, Massachusetts

Other



Town of Arlington, Massachusetts

Future agenda items



Town of Arlington, Massachusetts

Adjournment



Town of Arlington, Massachusetts

Submitted by Bill Hayner